



**FEDERAL ELECTION COMMISSION  
VACANCY ANNOUNCEMENT**

<b>Position Title and Grade</b>  <b>EXECUTIVE SECRETARY FOR THE GENERAL COUNSEL GS-301-11</b>  <b>Salary: \$62,467 - \$81,204</b>	<b>Area of Consideration</b>  <b>U.S. Citizens</b>	<b>Announcement No.</b>  <b>11-021ca</b>
<b>Organizational Location</b>  <b>OFFICE OF THE GENERAL COUNSEL</b>	<b>Opening Date</b> <b>September 7, 2011</b>	<b>Closing Date</b> <b>September 20, 2011 (11:59 pm)</b>
<b>THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.</b>		

**THIS IS A PERMANENT POSITION. FULL PERFORMANCE LEVEL IS GS-11.**

**ABOUT OUR AGENCY:** The Federal Election Commission is an independent federal regulatory agency established by the Federal Election Campaign Act (the FECA). It is governed by six Commissioners appointed by the President with the advice and consent of the Senate. The FEC has exclusive jurisdiction for the administration, interpretation, and civil enforcement of the FECA, which requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The legal work at the Commission regularly involves important and complex issues implicating the First Amendment.

The General Counsel (GC), with direct support from the Deputy General Counsel, has primary responsibility for the overall direction and management of the OGC, which has approximately 120 personnel including over 80 attorneys, as well as investigators, paralegal specialists, docket technicians, administrative assistants, and secretaries.

The Office of the General Counsel seeks applicants with strong secretarial and administrative skills to serve as the Executive Secretary to the General Counsel. The purpose of the position is to plan, coordinate, and carry out the secretarial work of the General Counsel's Office, including all clerical and administrative details incidental to that work such as managing the smooth flow of correspondence and work documents, arranging of meetings, and follow up with various OGC and Commission offices to ensure that required actions are completed.

## **ROLE OF THIS POSITION:**

As the GC's secretary and personal assistant, the employee:

- Exercises exclusive control over the GC's appointment and activity calendar with authority to commit the General Counsel's time.
- Receives and screens telephone calls and visitors for the General Counsel.
- Receives confidential and sensitive incoming mail and correspondence and alerts the General Counsel to those of prime importance. Is responsible for preparing memoranda or correspondence on those that can be handled personally. Refers others to appropriate staff members with instructions on how the response is to be prepared and provides staff with any back up material that is applicable and necessary.
- Screens all correspondence prepared for the GC's signature for clarity, completeness of reply, and grammatical and procedural correctness.
- Maintains confidential and sensitive control, reference and suspense logs of correspondence, action items, and projects under the purview of the GC.
- Assists the GC in preparing for a variety of meetings and events. Makes necessary arrangements for meeting space, special equipment or supplies. Notifies participants. Takes notes at meetings. Informs appropriate staff of GC's commitments; tracks assignments through to completion; and makes arrangements for the distribution of materials and reports resulting from the meeting.
- Receives, reviews, assembles background material and organizes agenda packets for hearings and Commission meetings for the General Counsel.
- Serves as point of contact between the GC and senior OGC staff advising them of the GC's daily schedule, current activities, and travel plans.
- Produces a wide range of documents. Applies advanced word processing software to materials involving complex formats. Uses database or spreadsheet software. Performs information searches on the World Wide Web. Uses on-line systems in a client-server systems environment. Prepares PowerPoint or similar slides for meetings.
- Develops, organizes, and maintains paper and electronic filing systems for the General Counsel.
- Performs research tasks which are deemed necessary and engages in special projects at the direction of the General Counsel;
- In coordination with the GC's Special Assistant and the Deputy's Executive Secretary, establishes secretarial standards and ensures that practices and procedures in subordinate divisions are consistent with those in the GC's office.
- Performs other secretarial and administrative duties as assigned by the General Counsel.

## **QUALIFICATION REQUIREMENTS:**

To qualify, applicants must have one year of specialized experience that is related to the line of work of the position being filled, and which has equipped the candidate with the necessary knowledge, skills, and abilities to successfully perform the duties of this position.

To be creditable, the specialized experience must have been at least equivalent to the next lower grade in the normal line of progression in the Federal service, i.e., one year equivalent at GS-9 to qualify for GS-11.

To be considered, candidates must have strong secretarial, administrative and organizational skills, and the ability to exercise sophisticated judgment, tact, and diplomacy with managers and executives. Excellent oral skills and the ability to write clearly and concisely are essential.

Applicants must possess the ability to review correspondence, reports and other documents for clarity, completeness of reply, spelling, and grammatical and procedural correctness. They must have the skill and ability to use a variety of standard software applications such as Word, Excel, PowerPoint, and others to compose, transmit, and track correspondence and other work products. Secretarial or administrative assistance experience working with attorneys in a legal setting such as a law firm, the courts, or a federal agency is desirable but not mandatory.

There is no education substitution at the GS-9 level.

**SELECTIVE FACTOR:** Applicants must possess the following skill to be rated eligible: Skill in operating a word processor and/or personal computer. A qualified typist is required. Applicants must be able to type 40 words per minute with 3 or less errors and should self-certify typing ability in resume.

**SPECIAL FACTORS:** Applicants are evaluated in a two-step process. On the basis of written materials submitted in accordance with the vacancy announcement, step one weighs the candidate's secretarial and administrative skills and experience against a pre-determined set of criteria. Candidates with the highest scores will be interviewed during a second phase of applicant evaluation. Successful candidates from step two will be forwarded to the selecting official.

**Competencies needed for success in the position.** Failure to submit your narrative response for this job may negatively affect your eligibility and/or rating for this position.

**Please provide a cover letter summarizing the evidence of your competencies in the following areas which will be used to determine the best qualified candidates:**

1. Ability to learn an organization, its policies and mission and serve as a personal assistant to an office head. This includes managing and handling daily office activities and coordinating a variety of clerical and administrative processes.
2. Ability to communicate effectively with high-level officials in person and over the telephone.
3. Ability to compose and review correspondence, manuals, reports, official documents, and other materials for clarity, completeness of reply, spelling, and grammatical and procedural correctness.
4. Skill in the use of office automation hardware and software for tracking, composing, and transmitting correspondence and other work products.

**Time-In-Grade Requirement:** Completion of 52 weeks of service at the next lower grade level. These requirements must be met by the closing date of this announcement.

**EVALUATION METHOD:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities listed above in accordance with FEC Personnel Instructions 300.1, Appointments & Promotions (Non-Unit). Current performance appraisal and awards may also be used in the evaluation process.

**BARGAINING UNIT STATUS:** This position is excluded from the bargaining unit and will be filled in accordance with the merit staffing provisions described in FEC Personnel Instructions 300.1, Appointments & Promotions (non-Unit).

**CONDITIONS OF EMPLOYMENT:**

- This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.
- Continued employment in this position is contingent upon successful completion of the appropriate background investigation.
- Persons selected may be required to satisfactorily complete a two-year trial period.
- All standard government benefit programs apply. Additional information on benefits for Federal Employees can be found at [www.opm.gov/jobseekers](http://www.opm.gov/jobseekers).
- The incumbent may be eligible for a transit subsidy up to \$230.00 per month.
- You must be a U.S. Citizen.
- Males born after 12-31-59 must be registered for Selective Service.
- Direct Deposit of Pay is required.

**HOW YOU WILL BE EVALUATED:**

Your application will be reviewed and evaluated first for minimum qualifications. If you meet the minimum qualifications for this job, your application will be further reviewed and rated to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the qualifications stated in this vacancy announcement.

Qualification and experience determinations will be based only on the information supplied by the applicant. Interviews, references, and suitability inquiries may be requested.

Only those applicants found to be among the best qualified may be contacted for further assessment, such as interviews and consideration by the selecting official.

**BENEFITS:**

All standard government benefits program apply.

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info:

<http://www.usajobs.gov/jobextrainfo.asp#HOLI>

## HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume, the *Optional Application for Federal Employment* (OF-612), or other application format, as long as the application contains the necessary information below:
  - a. Vacancy announcement number; title and grade(s) of the job for which applicant is applying;
  - b. Your full name, day and evening numbers mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal Service and highest Federal civilian grade ever held on a permanent basis;
  - c. Name, city, and state of colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
  - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week;
  - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications;
2. Internal FEC applicants must submit a copy of their most recent performance appraisal.
3. Former and current federal competitive service employees must submit a standard Form 50 (notification of Personnel Action) that verifies career status.
4. Provide a cover letter summarizing the competencies.

## WHERE TO SEND APPLICATIONS:

**(NOTE - Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).**

1. E-mail to [ogcjobs@fec.gov](mailto:ogcjobs@fec.gov).
2. The subject line must contain the announcement number **(11-021ca)** and the applicant's name.
3. If you are unable to include or attach supplemental documents via email, you may submit your information by fax to 202-219-0108. Only supplemental information will be accepted via fax.

Your application and all supporting documentation must be received by 11:59 pm (Eastern Time) on the closing date. Applications received after the closing date of the announcement will not be considered.

For additional information, **call** Human Resources at 202-694-1080 or send inquiry to [ogcjobs@fec.gov](mailto:ogcjobs@fec.gov). **Do not send your application to this website.**

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation.

The FEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing HR Office. Requests for reasonable accommodation are made on a case-by-case basis.

**WHAT TO EXPECT NEXT:**

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.